



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Community Development Department

PLANNING SERVICES DIVISION

10,005 E. Osborn Road, Scottsdale, AZ 85256
Telephone: (480) 362-7600 Fax: (480) 362-7714

Pre-Application Form

General Plan Amendments, Rezoning, Conditional Use Permits, Variances and Design Review

A Pre-application packet submittal and meeting is required prior to filing a formal application with the Planning Services Division (PSD) for a General Plan Amendment, Rezoning, Conditional Use Permit, Variance and/or Design Review. The purpose of the Pre-application packet submittal and meeting is to provide information on Salt River Pima-Maricopa Indian Community's (SRPMIC) development requirements, planning review and approval processes, application and fee requirements, and to allow PSD staff to provide an initial review of the request.

Refer to the steps below to complete the Pre-application Process:

Step One: Review and fill out the Pre-application form and prepare a Pre-application packet to submit to Planning Services Division. The Pre-application packet includes a completed application form, submittal checklist, and copy of the receipt. Contact PSD at 480-362-7600 if you have any questions.

Step Two: Contact a PSD planner at 480-362-7600 to schedule a 15-minute appointment to submit the Pre-application packet and obtain a Pre-application meeting date.

Step Three: Pay the Pre-application fee of \$400.00 to the SRPMIC Finance Department, located at 10,061 East Osborn Road, Scottsdale, AZ 85256. Make the check payable to SRPMIC, and to account number **XPS-10000 25 43800**. Request a copy of the receipt, which will need to be included in the Pre-application submittal packet.

Step Four: Meet with the PSD case planner during the scheduled appointment to submit the Pre-application packet. The PSD office is located at 10,079 East Osborn Road, Scottsdale, AZ 85256. The PSD case planner will review the application for completeness and confirm the Pre-application meeting date and time, which is about four (4) weeks after the Pre-application submittal date.

Step Five: Attend the Pre-application Meeting to review comments regarding the application. A copy of the Pre-application staff comments, application forms and submittal requirements for the next steps will be provided. The meeting is an opportunity to ask questions about the review comments and process.

Note: Pre-application staff comments are generally valid for one (1) year, unless significant changes have been made to the project.

Pre-application Form

APPLICANT'S INFORMATION			
For Staff use only	Pre-app No. :	Pre-app Date:	Pre-app Time:
Check applicable box(es)			
<input type="checkbox"/> General Plan Amendment	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Conditional Use Permit	
<input type="checkbox"/> Variance	<input type="checkbox"/> Design Review		
Applicant Company Name:			
Contact Person's Name:			
Mailing Address of Applicant:			
Contact Phone Number:			
Contact Email:			

SITE AND PROJECT INFORMATION		
Project Name:		
Location of the site (Address, available):		
Proposed Use (e.g. Medical Office, Shopping Center, Day Care):		
Approximate building square footage:		
Is the property leased? If yes, provide lease number:		
Current Zoning:	Current General Plan designation:	Acreage (Net and Gross):
Brief description of the request:		

Project Narrative - Provide as much information as possible – i.e. purpose of request, use and operations, project phasing architectural design intent, purpose, project size, etc. Attach separate sheets if necessary:

Submittal Checklist

The following information must be included with the request for a Pre-application meeting. Incomplete applications will not be accepted by Planning Services Division.

- ☐ Completed application form.
- ☐ Fee payment receipt.
- ☐ Project Narrative
- ☐ Location map.
- ☐ Conceptual site plan at showing:
 - ☐ Scale 1:20 or 1:40
 - ☐ Site data – acreage, building square footage, open space, etc.
 - ☐ North arrow
 - ☐ Adjacent roads
 - ☐ Parking and driveways
 - ☐ Location and layout of buildings
 - ☐ Setbacks
 - ☐ Open spaces
 - ☐ Retention
 - ☐ Traffic access
- ☐ Environmental Clearance: Submit a copy of a Finding of No Significant Impact (FONSI) along with the Design Review application. (If available.)
- ☐ Master site plan (if applicable)
- ☐ Phasing plan (if applicable)
- ☐ Conceptual grading and drainage plan (if available)
- ☐ Conceptual elevations (color if available)
- ☐ Other: _____

Please submit five (5) copies of the above submittal checklist. All drawings should be 24" x 36" and folded to approximately 9"x 12".

Submit a CD containing a .PDF copy of the Pre-application Submittal Packet.

Planning Services Division

Pre-application Meeting Calendar

2009

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28

AUGUST						
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23	24	25	26	27	28	29
30	31					

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
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20	21	22	23	24	25	26
27	28	29	30			

APRIL						
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26	27	28	29	30		

OCTOBER						
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MAY						
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24	25	26	27	28	29	30
31						

NOVEMBER						
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22	23	24	25	26	27	28
29	30					

JUNE						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PS Calendar Notes:

1. Dates highlighted in yellow indicate an observed SRPMIC Holiday.
2. Pre-application meetings are held the 1st and 3rd Thursdays of every month.
3. Submittal deadline dates for Pre-application Meetings are due 19 days prior to meeting date. Deadline dates and meeting dates are indicated on calendar with same color, for example:

The submittal deadline for the 1/8/09 meeting is 12/15/08.
The submittal deadline for the 1/22/09 meeting is 12/29/08.
The submittal deadline for the 2/5/09 meeting is 1/12/09.
The submittal deadline for the 2/19/09 meeting is 1/26/09.
The submittal deadline for the 3/5/09 meeting is 2/9/09.
The submittal deadline for the 3/19/09 meeting is 2/23/09.
The submittal deadline for the 4/2/09 meeting is 3/9/09.
The submittal deadline for the 4/16/09 meeting is 3/23/09.
The submittal deadline for the 5/7/09 meeting is 4/13/09.
The submittal deadline for the 5/21/09 meeting is 4/27/09.
The submittal deadline for the 6/4/09 meeting is 5/11/09.
The submittal deadline for the 6/18/09 meeting is 5/26/09.
The submittal deadline for the 7/2/09 meeting is 6/8/09.
The submittal deadline for the 7/16/09 meeting is 6/22/09.
The submittal deadline for the 8/6/09 meeting is 7/13/09.
The submittal deadline for the 8/20/09 meeting is 7/27/09.
The submittal deadline for the 9/3/09 meeting is 8/10/09.
The submittal deadline for the 9/17/09 meeting is 8/24/09.
The submittal deadline for the 10/1/09 meeting is 9/8/09.
The submittal deadline for the 10/15/09 meeting is 9/21/09.
The submittal deadline for the 11/5/09 meeting is 10/12/09.
The submittal deadline for the 11/19/09 meeting is 10/26/09.
The submittal deadline for the 12/3/09 meeting is 11/9/09.
The submittal deadline for the 12/17/09 meeting is 11/23/09.